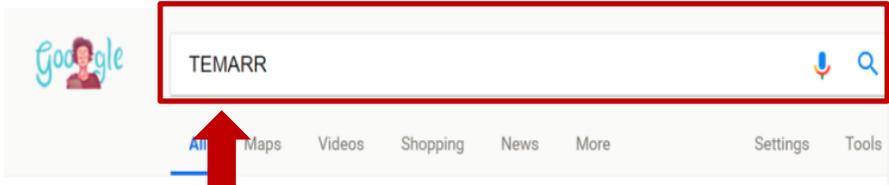
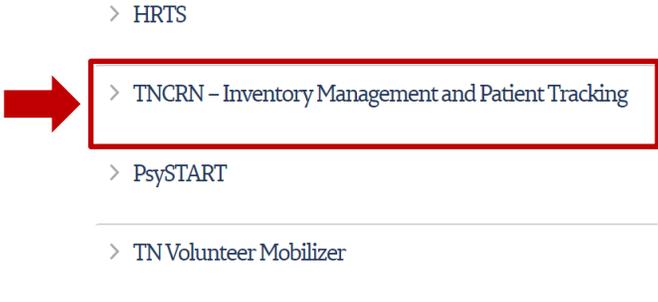
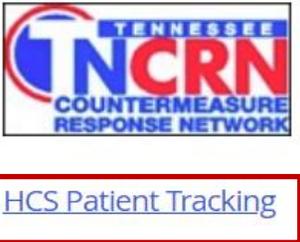


HCS Patient Tracking: Create a New Non-Admin User Job Aid

This Job Aid will walk you through step-by-step instructions on how to create a new Non-Admin user in the HCS Patient Tracking System.

NOTE: Because this is a training document, your view may be slightly different than what is shown in the screenshots.

How To...	
Steps	Screen
<p>STEP 1: Open a web browser (e.g. Google Chrome, Internet Explorer, etc.), and enter TEMARR into the <i>search field</i>. <i>Result: TEMARR –TN.gov should be first link listed in the results. Click on it, and you will be taken to the TEMARR home page. Alternatively, you may click here.</i></p>	
<p>STEP 2: Scroll down the page and click on the TNCRN - Inventory Management and Patient Tracking link. <i>Result: This section expands downward and reveals links to both the Inventory Management and HCS Patient Tracking systems.</i></p>	
<p>STEP 3: Click on the HCS Patient Tracking link. <i>Result: The login screen for the HCS Patient Tracking system displays.</i></p>	

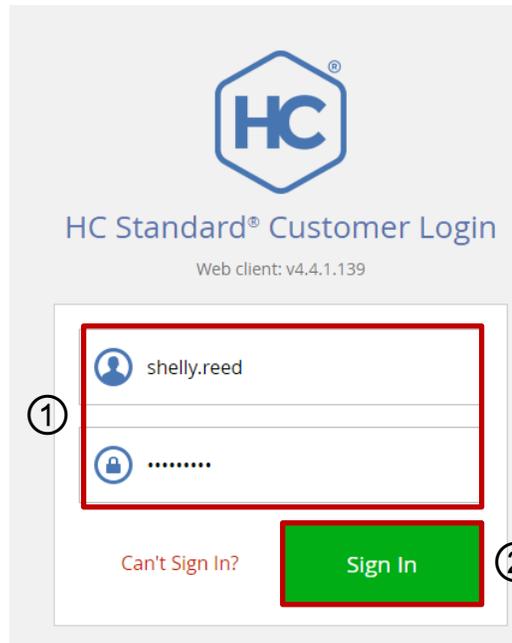
STEP 4:

1. Log into the HCS Patient Tracking system by typing your **Username** and **Password** into the respective *Username and Password fields*.
2. Click on the **Sign In** button.



Result: The home page for the HCS Patient Tracking system displays with a welcome message and your name.

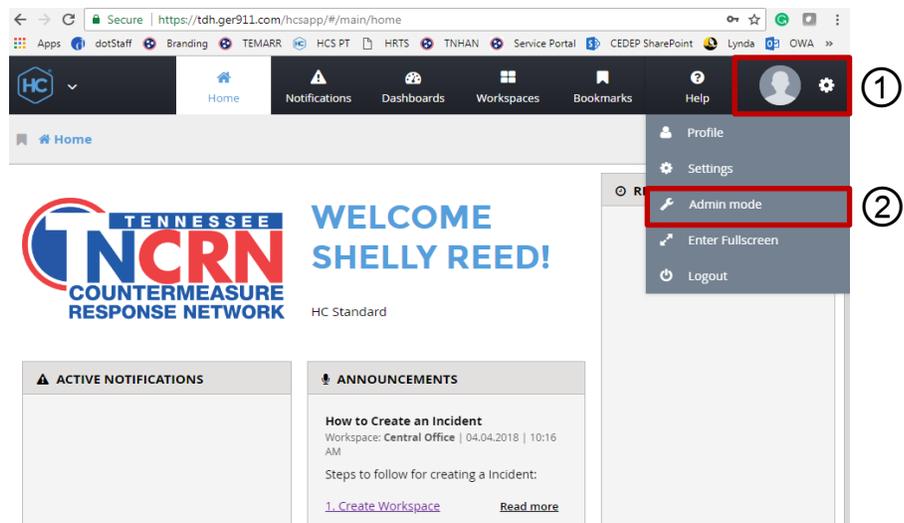
HELP: *If you need help with your Username or Password, contact your facility admin or RHC, or visit the TEMARR Customer Service Portal [here](#).*



STEP 5:

1. Click on **your profile silhouette** in the upper right hand corner of the page.
2. Click on **Admin mode**.

Result: The Admin home page displays.

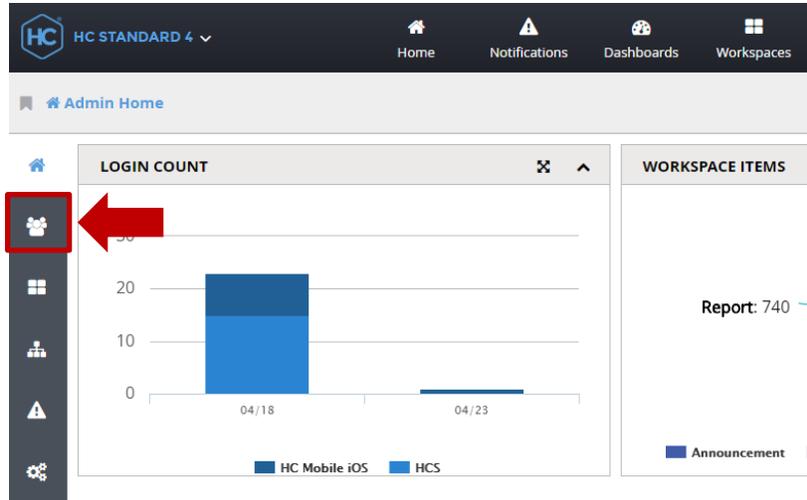


STEP 6:

Click on the **Users and Permissions** group icon on the left.



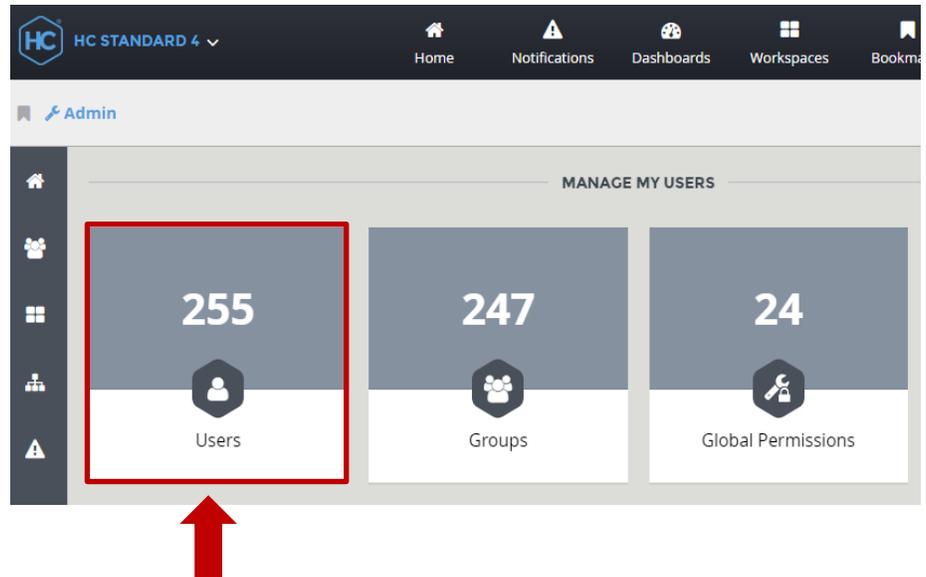
Result: The Users and Permissions page displays.



STEP 7:

Click on the **Users** section.

Result: The Users Data Results grid displays.



STEP 8:

Click on the **Create New User** button.



Result: The New User Profile page displays.

	Name	User Name	Email	Account Type	Adminis...	Must Re...	
<input type="radio"/>	Alexis Green	alexis.green	alexis.green@tn.gov	Regular	<input type="radio"/>	<input type="radio"/>	12/2
<input type="radio"/>	Allison Hope	Allison.Hope	allison.hope@nashvil...	Regular	<input type="radio"/>	<input type="radio"/>	2/

STEP 9:

Fill out the following **required fields** (marked with a **red asterisk - ***):

- **Name** (Enter the user's First and Last Name or facility's name, e.g. John Doe, Saint Luke's Memorial)
- **User Name** (use the standard format firstname.lastname, e.g. John.Doe, SaintLukes.Memoria l)
- **Password** (use Password1!)
- **Confirm Password** (Password1!)
- **Password Question** (type in Q)
- **Password Answer** (type in A)
- **Email** (type in the user's email address. If you don't know it, you can enter your own email address, as it can be updated later)

TIP: Do not check the **Administrator box**, as this is not an Admin account.

Check the **Must Reset Password box** only if the user is an individual user, not a group. This allows the user to change their password. Since the example here is a facility, you would not check the box.

The screenshot shows the 'Add User | Profile' form. The 'General' section contains the following fields: Name * (Saint Luke's Memorial), User Name * (SaintLukes.Memorial), Password * (masked), Confirm Password * (masked), Password Question * (Q), and Password Answer * (A). The 'Contact information' section contains the Email * field (sidney.becker@stlukes.org) and three Phone # fields (Phone # 1, Phone # 2, Phone # 3). A red box highlights the Name, User Name, Password, Confirm Password, Password Question, and Password Answer fields. A red arrow points to the 'Must Reset Password' checkbox in the General section, and another red arrow points to the Email field in the Contact information section.

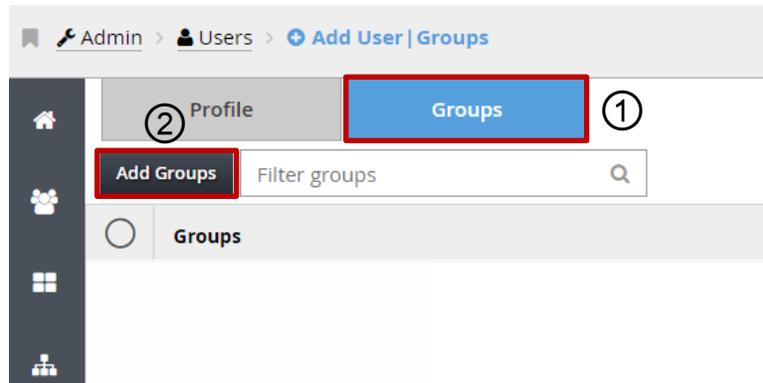
TIP: If you try to click the **Save** button without filling out a required field, the box around the required field will highlight in red and denote that the field is required.

Password Question * 1 / 256
 Password Answer * **This field is required.**

STEP 10:

1. Click on **Groups**.
2. Click on the **Add Groups** button.

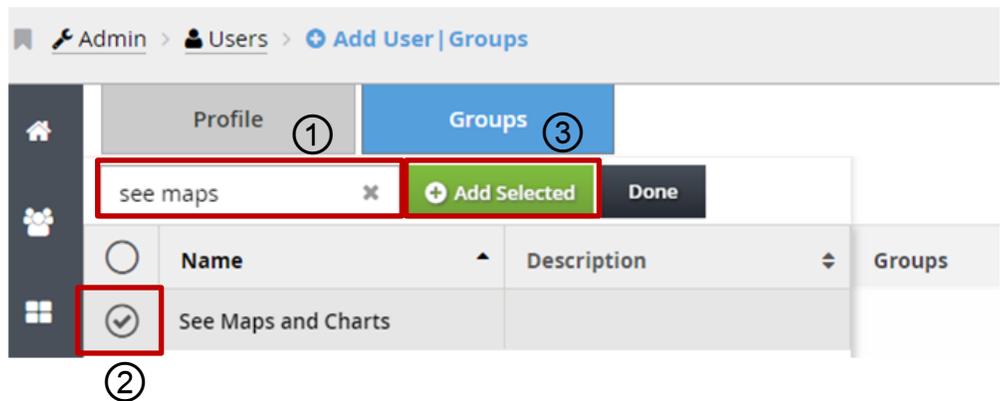
Now you will need to add the Non-Admin User into four groups: See Maps and Charts, Reports Access, TDH Mobile Users, and their Facility's group.



STEP 11:

1. Type **See Maps and Charts** into the Search box.
2. Select the **radio button** to the left of See Maps and Charts.
3. Click the **Add Selected** button.

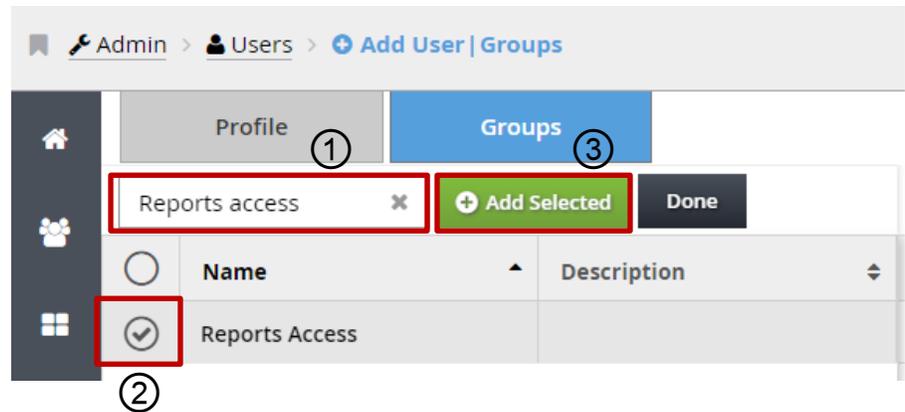
Result: The See Maps and Charts group is added under the Groups column to the right.



STEP 12:

1. Type **Reports Access** into the Search box.
2. Select the **radio button** to the left of Reports Access.
3. Click the **Add Selected** button.

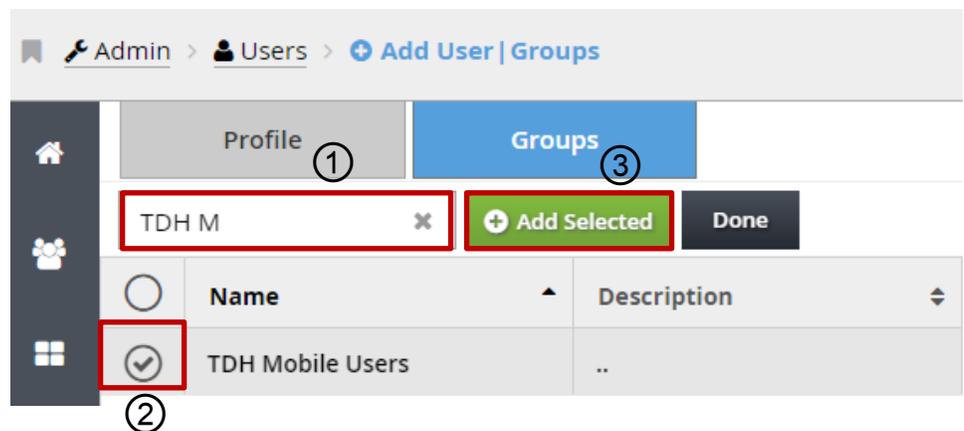
Result: The Reports Access group is added to the right.



STEP 13:

1. Type **TDH Mobile Users** into the Search box.
2. Select the **radio button** to the left of TDH Mobile Users.
3. Click the **Add Selected** button.

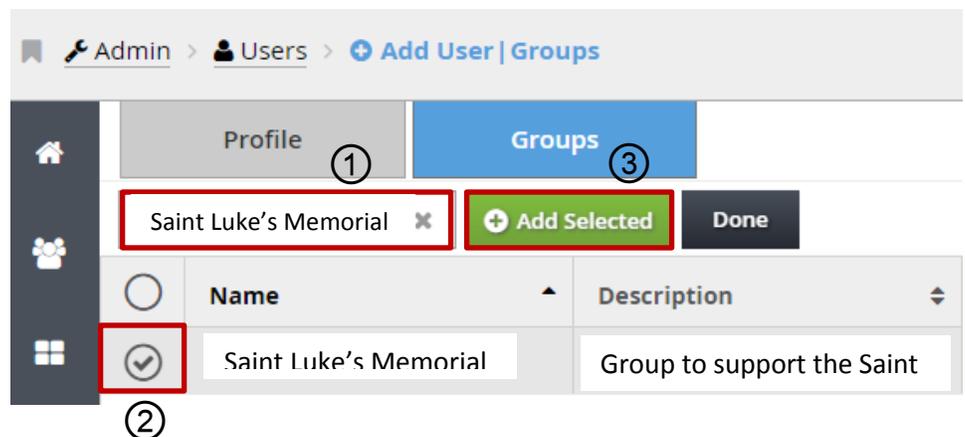
Result: The TDH Mobile Users group is added to the right.



STEP 14:

1. Type **the Facility name** into the Search box.
2. Select the **radio button** to the left of the facility name.
3. Click the **Add Selected** button.

Result: The Facility name group is added to the right.



STEP 15:

Select the **Save** button.



Result: A green popup message with Saved Successfully will display at the bottom of the screen, and you will be returned to the Users Data Results grid.

IMPORTANT NOTE: Users won't be able to sign into the HCS Patient Tracking system unless they are assigned to a group.

	Name	User Name	Email	Account Type	Adminis...	Must Re...
	Rutherford EMS	rutherford.ems	arose@rutherfordcounty...	Regular	<input type="radio"/>	<input type="radio"/>
	Sabrina Novak	Sabrina.Novak	sabrinan@hamiltontn.gov	Regular	<input type="radio"/>	<input type="radio"/>
	Saint Luke's Memorial	Saint Lukes.Memorial	sidney.becker@stlukes.org	Regular	<input type="radio"/>	<input type="radio"/>